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INTERIM ASSIGNMENT SECTION
Progress and Accomplishments
1 January 1956 - 30 June 1956

New Employees Processed

Clerks.....
Clerk-Typists.....
Clerk-Stenographers.....
Miscellaneous.....
Professionals.....
Total

25X9

Individuals reporting with full clearance.....
Individuals reporting with provisional clearance.....

Clerical Induction Section Training (OTR)

Man hours devoted to training in required skills and related
subjects.....

16,252

Orientation

Clerical Orientation (OTR), Alcott Hall.....

25X9

Work Project Man Hours

Typing.....
Clerical.....
Total.

27,108
27,435
109,086

Resignations

Security, medical and personal reasons.....

43

25X9

Minimum number of personnel for one day - 14 May 1956

Maximum number of personnel for one day - 28 June 1956.....

Daily average.....

Number of employees referred to Appointments Section, RSD, for
assignment.....

Memoranda to Pay Roll Section certifying leave balances from
other Agencies.....

78

Memoranda to Security Control Officer (OS) requesting permission
to obtain outside employment after working hours and on
Saturday.....

23

Memoranda to Security Control Officer (OS) requesting permission
to take outside Educational courses.....

47

Personal History Statement Folders

Field Recruitment Officers.....
Various Agency Offices.....

25X9

Bus tickets issued (approximately).....

Checks cashed (approximately).....

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